

August 17, 2012

SUBJECT: The Rhode Island Lottery is seeking bids for: **KENO COASTERS**. Please forward sealed bids to:

Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Gerald S. Aubin
Director

BID 12-13A

P.O. #7182

COASTER #1:

QUANTITY: **200,000 or 400,000 or 600,000**

To be delivered in quantities, AS REQUESTED, but no more than 4 times, in a 12 month period

ARTWORK: **Same color front and back; different artwork front and back**

AND

COASTER #2:

QUANTITY: **100,000**

One time delivery

ARTWORK: **Different color from coaster #1; same color front and back; same artwork as coaster #1 on front; different artwork on back**

NOTE: PLEASE PRICE EACH COASTER AND QUANTITY SEPARATELY

SIZE: 4" x 4" Square – with slightly rounded corners

INK: 1 Color– 2 Sides for each coaster – different color for each coaster

STOCK: 60 pt. Absorbent Paper

PROOF: Please provide a sample coaster with your Bid proposal

ARTWORK (Epson proof) & Pre-Production SAMPLE to be approved by the Rhode Island Lottery

FOB: Rhode Island Lottery, 1425 Pontiac Avenue, Cranston, RI 02920

DELIVERY: ESTIMATED DELIVERY TIME IS REQUIRED WITH BID PROPOSAL

IMPORTANT: Please **PRICE EACH QUANTITY SEPARATELY**

Bid price is to **INCLUDE** shipping & handling, plate charges, any & all other costs

QUESTIONS: Please contact Sandi Conroy or Dan Sarro at 401-463-6500

BIDS DUE: **August 31, 2012 by 4:00 PM**

NOTE: **PLEASE USE THE ENCLOSED RETURN LABEL ON ENVELOPE
DO NOT FAX**

INTERNET VENDORS: **VENDORS WHO USE THE INTERNET TO DOWNLOAD BID
INFORMATION MUST INCLUDE THE BID NUMBER ON THE
ENVELOPE, SUBMITTED IN HARD COPY, BY BID DEADLINE
DO NOT FAX**

IMPORTANT

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for any overage.

The Rhode Island Lottery reserves the right not to award a Bid based solely on cost, but may award a Bid based on a combination of quality of product, services, and experience of the vendor.

All proposals are submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any costs or expenses incurred by a vendor in submitting a response.

All vendors must include, with their bid, confirmation that they have registered as a State vendor on the State Purchasing website – www.purchasing.ri.gov

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a Bid contract.

Before the Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within 10 days of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.

Prior to the final award of a bid a successful out-of-state vendor (s) will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the RI Secretary of State's website – www.sos.ri.gov and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Upon award of bid the successful vendor must complete a W-9 form which will be supplied by the Rhode Island Lottery.

CHECKLIST

- _____ Please include pricing for a RUSH delivery
- ___X___ **Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges.**
- ___X___ Estimated delivery time is required with bid proposal
- ___X___ **Delivery 1st shipment REQUIRED in-house within 20 business days after sample approval**
- ___X___ **Please provide a Sample of coaster material WITH your sealed Bid proposal**
- _____ Upon Bid Award, sample **REQUIRED**
- ___X___ **Pre-production Sample/Proof to be approved by the Rhode Island Lottery**
- ___X___ **Epson proof of artwork REQUIRED**
- _____ Please specify, if the RI Lottery chooses to accept bid, percentage of overage/
underage
- ___X___ **Bulk packaged – boxes to indicate packaged quantity**
- ___X___ **The Rhode Island Lottery will exercise the right to receive the stock on an as
needed basis**
- _____ Insurance Certificate must be submitted with Bid proposal.
- _____ Please include three (3) references with names, addresses and telephone
numbers.
- ___X___ **Include confirmation that vendor has registered as a State vendor at
www.purchasing.ri.gov**
- ___X___ **Successful out-of-state vendor MUST file a Certificate of Authority at
www.sos.ri.gov and provide confirmation**